

CHAPTER 8640 - EVALUATION

(1987)

Evaluation of the lookout's ability to successfully perform the overall job should be based on the standard operating procedures. Consideration should be given to the following points.

POINTS TO CONSIDER

(1987)

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Evaluation of the lookout's ability to detect smokes should include the following:

- Is the lookout detecting smokes which have been reported in the visible area?
- Are other lookouts, which should be secondary, getting too many first reports of smoke in the primary area of your lookout?
- Is the lookout consistently seeing smokes seconds after they have been reported from other sources or after a dispatch has been made? Should some of these have been first reports?
- What size are the fires that the lookout has been reporting? Are they being detected as soon as possible?
- Is the lookout consistently reporting smokes for which no source can be found by air or ground resources?

Evaluation of the lookout's ability to locate smokes should include the following considerations:

- Does the lookout accurately locate smokes in a timely manner?
- Are smokes consistently found by fire control units to be close to the area identified by the lookout?
- Does the lookout demonstrate the ability to accurately describe locations of smoke based on landmarks?
- Is the lookout able to describe smokes in terms of section, township, and range?

Evaluation of the lookout's ability to communicate properly should include the following considerations:

- Does the lookout communicate in a concise and professional manner when using the radio?
- Does the lookout represent CDF in a positive manner to the listening community?
- Has the lookout established credibility? Does the lookout consistently provide accurate, understandable, dependable information to those who require it?
- Does the lookout use code or CB jargon? Is Cleartext used appropriately?
- Does the lookout demonstrate proper radio procedure when reporting smokes or other emergencies? Is too little information given or does the lookout clutter up the frequencies with too much information at an inappropriate time?
- Is the lookout able to provide supplementary or followup information when asked? When taking an initial report of emergency, does the lookout obtain complete information to transmit to the ECC?
- Does the lookout independently report important changes in fire, smoke, or weather conditions?
- Does the lookout use the telephone when appropriate?
- Can the lookout be reached within allowable time limits? Does he answer the radio on the first call or must calls be constantly repeated?

Evaluation of the lookout's ability to properly monitor weather conditions should include the following considerations:

- Does the lookout take accurate observations that are not routinely questioned?
- Are weather observations transmitted to the proper personnel within allowable time limits?
- Does the lookout adequately report significant changes in weather conditions to the ECC?
- Is the lookout able to make necessary observations without compromising his detection responsibility?

Evaluation of the lookout's ability to properly complete and organize records and reports should include the following considerations:

- Are the lookout's records and reports legibly completed and organized so they may be recalled as required?
- Are records and reports completed in a timely manner?
- Are charts or lists displayed in a neat and appropriate manner?

Evaluation of the lookout's ability to properly maintain the facility and equipment should include the following considerations:

- Are facilities and equipment kept in a manner that facilitates the detection, location, and reporting of smokes?
- Is the overall impression of the lookout one of neatness, cleanliness, and professionalism?
- Is the lookout meeting maintenance responsibilities as outlined in the facility operating plan?

Evaluation of the lookout's ability to properly manage and account for facility equipment and supplies should include the following considerations:

- Are supplies ordered in advance of need?
- Are supplies ordered in the proper manner?
- Is the lookout able to account for equipment on the inventory lists?
- Are proper security measures taken when the lookout is reassigned?

Evaluation of the lookout's safety attitude and knowledge should include the following considerations:

- Does the lookout know and follow safety precautions outlined in this handbook and the facility operating plan?
- Is the first-aid kit kept available and well stocked? Does the lookout know how to use it?
- Does the lookout report injuries or accidents promptly? Does the lookout seem to have an inordinate number of accidents?

- Can the lookout demonstrate or describe the procedure to follow if the lookout site must be evacuated?
- Can the lookout demonstrate or describe the proper use of fire extinguishers?
- Is the lookout conscious of potential safety hazards? Are they brought to the attention of the lookout supervisor?

Evaluation of the lookout's ability to relate to visitors and the public should include the following considerations:

- Does the lookout present a friendly, courteous, and professional demeanor to visitors?
- Can the lookout demonstrate adequate knowledge of CDF and lookout functions so that visitors' questions may be answered?
- Have any complaints regarding discourteous treatment by the lookout been reported?
- Is the lookout able to work effectively with CDF or other agency personnel?

Evaluation of the lookout's personal fitness should include the following considerations:

- Is the lookout dependable?
- Are absences anticipated so relief can be arranged?
- When emergencies occur and the lookout can't report to work, is the supervisor advised as soon as possible so relief can be arranged?
- Is the lookout physically able to perform the job requirements?
- Is a positive mental outlook commonly displayed or does the lookout usually seem depressed or unhappy to the detriment of his performance?
- Does the lookout present an acceptable appearance which conforms to requirements of the facility operating plan?
- Does the lookout quickly comprehend instructions? Are instructions followed?

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